



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

<http://www.ohiohistory.org/ohiojunction/erc/>

DATE: 27 OCTOBER 2010

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

COMMITTEE MEMBERS:						
Chair:	Dan Noonan	✓	Vice Chair:	Darren Shulman	✓	
Secretary:	Janice Schulz	✓	Past Chair:	John Runion	E	
Assistant State Archivist:	Fred Previts	✓				
Members:	Marlys Bradshaw	✓		Kevin Loving	✓	
	Barbara Brown	✓		Angela Manella	✓	
	Craig Brown	E		Florence Murray	✓	
	Jillian Carney	✓		Karen Shaffer	E	
	Barbara Floyd	E		Pari Swift	✓	
	Stephen French	✓		Chris Wydman	✓	
	David Landsbergen	A		James Zimmerlin	✓	
	GUESTS:					
	Gary Noble					
✓ = Present; E = Excused Absence; A = Unexcused Absence						

1. Agenda Review

Chair Dan Noonan called the meeting to order at 12:39. The agenda was accepted as submitted.

Introductions were made.

2. Approval of minutes 28 April 2010

Several typos were noted. Karen and Chris were added as members of the Strategic Planning subcommittee.

Pari motioned to accept the minutes with corrections - Steve seconded - All ayes

The minutes were approved.

3. Meetings for 2011

Dan proposed the following dates for 2011 meetings:

January 26 - April 27 - July 27 - October 26

Meetings will be held from 12:30-3:30.



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Jillian will check that the room is available on these dates. She will also check to see if the July date conflicts with the Ohio State Fair. If so we may move the meeting to July 20 instead. Dan will firm up the calendar.

4. Membership Report

Dan announced that Melba Ann Fay had to resign due to job restructuring.

Darren updated the membership form as a fill-in PDF. Dan will look at some technical issues that Darren has with the form. Please let Darren know of any changes or additions that should be made to the form.

There was a question as to whether we need to change the by-laws to include a new policy that members can be excused from a meeting as well as send a proxy. Darren will clean up the by-laws regarding membership and present a draft at the January meeting.

- 4.1. *New Members:* Darren introduced our new member, Kevin Loving with Trumbull County. Kevin had been a member previously and brings technical expertise that we need.
- 4.2. *Terminated Members:* Robert Johansen's membership has been terminated in line with the by-laws for missing several consecutive meetings.
- 4.3. *Renewal of Membership Terms/Assignment of Alternates:* Members were asked to let the executive team know if they have an alternate.

5. State Archives Update

5.1. *SAA/NAGARA/Council of State Archives - OHRAB Poster*

A joint annual meeting of the organizations was held. Advisory boards were invited to bring a poster. Jillian put together a poster for Ohio and Fred presented it.

The last CARMA meeting was held in Stark County with 25 records managers in attendance. They were given a tour of the records center.

The next OHRAB meeting is this coming Friday.

6. Website

Dan has rebuilt the site as a wiki and it is currently live. Angela O'Neal's group set up the wiki framework. There are still some holes to work on. We need to work with OHS to move the domain name and redirect it from our current site.

Guidelines have been reformatted and PDFs are ADA compliant and 100% searchable.

Gary Noble stated that it would be nice to have draft policy documents for users to have as a guide for creating their own. Darren said that this echoes what we have heard in our sessions. We will look in to doing this.

The "Resources" page is the old "Links" page. We need volunteers to go through the links, checking for dead ones, if they still apply, and new ones we should add. Steve, Chris, and James will test the links.



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A process for public comment notification and an address for the process is needed. How should it be moderated? Jillian will look at the technical possibilities.

7. Strategic Planning Strategy

Barb F. developed a suggested plan and took it to the subcommittee.

Next steps:

1. Prior to the next meeting each member should come up with three concepts as to the mission of the OERC. These will be compiled in a draft to be presented at the January meeting. The subcommittee will send out a reminder.
2. A list of strengths/weaknesses/opportunities/threats will be created and the document will be discussed and analyzed. Each member of the subcommittee will be assigned one action step and will report back.

We should look back at the original purpose and see how it has evolved. Pari suggested looking back at the January 14, 2004 meeting where a mission statement was developed. The meeting minutes are online.

8. Updates on guideline development/revisions

- 8.1. *Social Networking*: The subcommittee is still sharing documents. Angela noted that a speaker will be at ARMA talking about the social networking. We will try to get some of her material. James agreed to be vice-chair of the subcommittee
- 8.2. *Websites*: We need to find a middle ground between our current guideline, which is too technical, and ARMA's, which is too high level. Dan will create an outline for merging these two resources for the next meeting.
- 8.3. *ERM*: John is still swamped and has been unable to address this. More volunteers are needed as we have lost Melba. Darren and Steve volunteered.
- 8.4. *Databases as Public Records/Managing Databases*: Pari sent reminders to those people in the AG office updating the current guideline, but has not heard anything yet. She hopes to have it ready by January. Pari presented an outline in July and has still to research certain parts.
- 8.5. *Trustworthy Recordkeeping Guidelines Presentation Feedback*: Any feedback? Florence stated that this is a higher-level document targeted toward records managers rather than a broader audience. She suggested we need a rating level for our guidelines.

Darren noted that the guideline does not stress why RMs need to care about this. We need criteria groups and to give more concrete information about why it is important.

This document does not lend itself to a general, 45 minute presentation, but rather needs to be targeted in a ½ day or full day workshop.



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9. 2011 Elections

Elections for all offices will be held in January. Members can nominate another member, or self-nominate. New officers will take over in April.

10. Other new business from the floor

Pari and Darren were asked back to the City of Columbus for more presentations.

Darren moved to adjourn the meeting - Pari seconded - All Ayes

The meeting was adjourned at 3:08.

ACTION ITEMS	
TASK	MEMBER(S)
Availability of 3 rd floor conference room for 2011	Jillian Carney
Review of bylaws w/recommendation & draft for January 2011 meeting	Darren Shulman
Review of "Links" on Resources page	Stephen French, Chris Wydman, & James Zimmerlin
Review & Draft merger of OhioERC & ARMA International web management guidelines	Dan Noonan
Join and Assist ERM Guidelines work group (John Runion & Janice Schulz)	Stephen French & Darren Shulman